



Human Resources

DATE POSTED: **December 14, 2005**

REQ. # 05-310

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **12-14-2005** TO **12-20-2005**,
but will remain open until filled.

DEPARTMENT/DIVISION
ATTORNEY

POSITION AVAILABLE
COUNTY ATTORNEY

OF OPENINGS
1

STARTING SALARY
\$93,450.25 / year

COMMENTS
Driving Position

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 535
PAY GRADE EX8
SALARY: \$93,450.25 - \$149,520.40
COUNTY ATTORNEY

MAJOR FUNCTION: Responsible administrative and professional legal work in providing legal counsel to the Board of County Commissioners.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: Extensive knowledge of the statutory and constitutional law of the State of Florida, especially as these apply to County Government. Thorough knowledge of judicial procedure and the method and practices of pleading and of effective techniques in presentation of cases. Considerable knowledge of County operations and administration with particular emphasis relating to their legal significance and inter-related functions. Considerable knowledge of the principles, methods, and practices of legal research.

Abilities: Ability to draft legal instruments, propose legislation and related ordinances, resolutions and policies. Ability to analyze, appraise and organize legal facts, evidence and precedents concerned in cases. Ability to present such material orally and in writing in clear logical form. Ability to establish and maintain effective working relationships with officials, the Court, employees and the general public.

ESSENTIAL JOB FUNCTION: Attends Board of County Commissioners meetings and renders legal assistance, opinions and advice as requested; represents the County Commission in all legal matters, including the bringing and defending of suits; confers with County Commissioners, departments, officers and employees in reference to legal questions; provides written and oral legal opinions, advice and guidance. Reviews all documents of legal significance before submission to the Board of County Commissioners for Board action, including each agreement, contract, deed, bond, ordinance, resolution, regulation, rule of policy; drafts contracts and resolutions; receives all requests from County officers and employees for legal opinions; prepares and reviews legal documents; assigns work to the legal staff. Participates in and supervises the conduct of the legal affairs of the Board of County Commissioners including contract negotiations, administrative review, legislation, and litigation; as requested, drafts special legislative acts or legal documents; may be required to make field inspections of matters requiring legal opinions, advice or guidance. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good vision and hearing with or without correction. Occasional walking and standing.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the office in a sedentary posture.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: Possession of a Juris Doctorate Degree from an accredited law school.

EXPERIENCE: Five years experience as a practicing attorney in legal research and trial work preferably in a governmental agency.

LICENSE, CERTIFICATION OR REGISTRATION: Member of the Florida Bar qualified to practice in Federal member and appeals court is required; and a valid Florida driver's license and a good driving record may be required.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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